



Australian Government

Department of Education, Employment and Workplace Relations

HLT32507 Certificate III in Health Services Assistance

Release: 1

HLT32507 Certificate III in Health Services Assistance

Modification History

Not Applicable

Description

This qualification covers workers in a range of work roles who provide assistance to health professional staff with the care of clients. Health Services Assistance involves the worker in direct client contact under supervision.

This qualification has been structured with elective groups for specific work functions in operating theatre support and assisting in nursing work in acute care. In addition the qualification supports multiskilling requirements of smaller and rural/remote work settings.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles may include:

- Assistant in nursing
- Nursing assistant
- Nursing support worker
- Patient service attendant
- Patient support assistant
- Patient care assistant
- Orderly
- Operating theatre technician
- Theatre support
- Ward assistant
- Wardsperson
- Ward support

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 6 core units
- 9 elective units

A wide range of electives is available and can be packaged to provide either:

- a generic qualification that covers a range of work functions, or
- a targeted qualification as required for specific work roles

Elective units may be selected from:

- Group A electives which are required for operating theatre technician work
- Group B electives which are recommended for assisting in nursing work in acute care
- Group C electives which are required for a more 'generic' qualification to address all other relevant work functions
- Group D electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages

continued ...

PACKAGING RULES (contd)

Elective units may be selected from:

- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the NTIS or other public listing

Core units

<u>BSBFLM303C</u>	<u>Contribute to effective workplace relationships</u>
<u>BSBMED301B</u>	<u>Interpret and apply medical terminology appropriately</u>
<u>HLTAP301B</u>	<u>Recognise healthy body systems in a health care context</u>
<u>HLTHIR301B</u>	<u>Communicate and work effectively in health</u>
<u>HLTIN301C</u>	<u>Comply with infection control policies and procedures</u>
<u>HLTOHS200B</u>	<u>Participate in OHS processes</u>

Relevant electives

HLT32507 Certificate III in Health Services Assistance enables workplaces to select a range of electives that reflect the functions of workers (occupational titles may vary from workplace to workplace). In addition to the core units listed above, there are certain requirements and recommendations applying to the selection of electives.

Group A electives - required for operating theatre technician work

The following four units of competency are **required** for operating theatre technician work:

HLTTH301C Provide theatre support services

HLTTH302C Provide equipment support in an acute care environment

HLTTH303C Identify and move to maintain a sterile field (Note pre-requ: HLTIN301C)

HLTTH405C Assist with preparation of clients for operative procedures (Note pre-requ: HLTAP401B)

Group B electives - recommended for assisting in nursing work in acute care

The following six units of competency are **recommended** for assisting in nursing work in acute care

HLTCSD305C Assist with client movement

HLTCSD306C Respond effectively to difficult or challenging behaviour

HLTCSD208C Transport clients

HLTAIN301B Assist nursing team in an acute care environment (Note pre-requ: HLTAP301B, HLTF301C)

HLTAIN302B Provide support in an acute care environment

HLTCSD201C Maintain high standard of client service

Where one of these specified elective groups is achieved, this is to be clearly articulated on the transcript (certification) as:

"This qualification includes Group A electives required for operating theatre technician work" or

"This qualification includes Group B electives recommended for assisting in nursing work in acute care"

Group C electives - required for a more 'generic' qualification to address other relevant work functions

The following four units of competency are **required** for award of the qualification *HLT32507 Certificate III in Health Services Assistance* as it applies to all other work functions.

HLTCSD201C Maintain high standard of client service

HLTCSD304C Support the care of clients

HLTCSD305C Assist with client movement

HLTCSD208C Transport clients

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group D electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

In addition to the core units and elective groups listed above, other elective units of competency are to be selected in line with the Packaging Rules.

Please note that:

- Below is a sample of units of competency that may be selected as electives.
- The grouping of these sample electives is intended to facilitate selection. Electives may be selected from one or more groups.
- Employers may specify that certain elective units of competency are essential to address specific workplace needs.

Work relationships

BSBFLM312C Contribute to team effectiveness

BSBINN301A Promote innovation in a team environment

BSBWOR301A Organise personal work priorities and development

CHCCS401B Facilitate responsible behaviour

HLTAMBFC301C Communicate with clients and colleagues to support health care

HLTCSD306C Respond effectively to difficult or challenging behaviour

Client care

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCAOD406D Work with clients who are intoxicated

CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues

CHCOHC303A Use basic oral health screening tools

HLTCOM406C Make referrals to other health care professionals when appropriate

HLTCSD201C Maintain high standard of client service

HLTCSD203C Prepare and maintain beds

HLTCSD302C Assist with lifestyle and social support needs

HLTCSD304C Support the care of clients

HLTCSD305C Assist with client movement

HLTCSD307C Care for the home environment of clients

Transport

HLTAMBT301B Transport non-emergency clients under operational conditions

HLTCSD208C Transport clients

Operating theatre support

HLTSTE301C Clean reusable medical equipment (Note pre-requ: HLTIN301C)

HLTTH301C Provide theatre support services

HLTTH302C Provide equipment support in an acute care environment

HLTTH303C Identify and move to maintain a sterile field (Note pre-requ: HLTIN301C)

Medical imaging assistance

HLTMI301A Contribute to client flow and client information management in medical imaging

HLTMI302A Support the medical imaging professional**Mortuary practice**HLTMT303C Maintain a mortuary serviceHLTMT304C Assist with autopsyHLTMT305C Maintain and record tissue sample collectionHLTMT310C Collect, preserve and store post mortem samplesHLTSTE301C Clean reusable medical equipment (Note pre-requ: HLTIN301C)**Miscellaneous support**HLTMS204C Handle and move equipment, goods, mail and furnitureHLTMS207C Handle medical gases safelyHLTMS208C Handle waste in a health care environmentPRMCL22B Organise and monitor cleaning operations**First aid**HLTCPR201B Perform CPRHLTFA201B Provide basic emergency life supportHLTFA301C Apply first aid

Unit Grid

BSBFLM303C Contribute to effective workplace relationships

BSBFLM312C Contribute to team effectiveness

BSBINN301A Promote innovation in a team environment

BSBMED301B Interpret and apply medical terminology appropriately

BSBWOR301A Organise personal work priorities and development

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCAOD406D Work with clients who are intoxicated

CHCCS401B Facilitate responsible behaviour

CHCMH301B Work effectively in mental health

CHCMH411A Work with people with mental health issues

CHCOHC303A Use basic oral health screening tools

HLTAIN301B Assist nursing team in an acute care environment

HLTAIN302B Provide support in an acute care environment

HLTAMBFC301C Communicate with clients and colleagues to support health care

HLTAMBT301B Transport non-emergency clients under operational conditions

HLTAP301B Recognise healthy body systems in a health care context

HLTAP401B Confirm physical health status

HLTCOM406C Make referrals to other health care professionals when appropriate

HLTCPR201B Perform CPR

HLTCSD201C Maintain high standard of client service

HLTCSD203C Prepare and maintain beds

HLTCSD208C Transport clients

HLTCSD302C Assist with lifestyle and social support needs

HLTCSD304C Support the care of clients

HLTCSD305C Assist with client movement

HLTCSD306C Respond effectively to difficult or challenging behaviour

HLTCSD307C Care for the home environment of clients

HLTFA201B Provide basic emergency life support

HLTFA301C Apply first aid
HLTHIR301B Communicate and work effectively in health
HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
HLTIN301C Comply with infection control policies and procedures
HLTMI301A Contribute to client flow and client information management in medical imaging
HLTMI302A Support the medical imaging professional
HLTMS204C Handle and move equipment, goods, mail and furniture
HLTMS207C Handle medical gases safely
HLTMS208C Handle waste in a health care environment
HLTMT303C Maintain a mortuary service
HLTMT304C Assist with autopsy
HLTMT305C Maintain and record tissue sample collection
HLTMT310C Collect, preserve and store post mortem samples
HLTOHS200B Participate in OHS processes
HLTSTE301C Clean reusable medical equipment
HLTTH301C Provide theatre support services
HLTTH302C Provide equipment support in an acute care environment
HLTTH303C Identify and move to maintain a sterile field
HLTTH405C Assist with preparation of clients for operative procedures
PRMCL22B Organise and monitor cleaning operations